

**TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE**

December 5, 2018 at 10:30 a.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

****Frequently Used Acronyms Attached**

Members Present:

Derek Bradshaw, MAR
Gary Mekjian, MML

Donald Disselkoen, MAC, Vice Chair
Jonathan Start, MTPA/KATS – Chair

Support Staff Present:

Niles Annelin, MDOT
Tim Colling, MTU/LTAP, via Telephone
Dave Jennett, MDOT
Gloria Strong, MDOT

Roger Belknap, MDOT
Cheryl Granger, DTMB/CSS
Polly Kent, MDOT

Members Absent:

Rob Surber, DTMB/CSS

Public Present:

None

1. Welcome – Call-to-Order – Introductions:

The meeting was called to order at 10:38 a.m. Everyone was introduced and welcomed to the meeting.

2. Changes or Additions to the Agenda:

None

3. Public Comments on Non-Agenda Items:

None

4. Consent Agenda – J. Start (Action Items):

4.1. - Approval of the November 7, 2018 Meeting Minutes (Attachment 1)

Motion: D. Bradshaw made a motion to approve the November 7, 2018 meeting minutes; G. Mekjian seconded the motion. The motion was approved by all members present.

4.2. – TAMC Financial Report (Attachment 2) – R. Belknap

R. Belknap did a brief review of the TAMC Budget Expenditure Report dated November 28, 2018.

5. Review and Discussion Items:

5.1. – TAMC Data Sharing Policy Update – J. Start (Attachment 3)

Last month the committee reviewed and modified the document. The revised document will be shared with full Council at this afternoon's meeting. The title of the policy will be the TAMC Public Data Sharing Policy.

5.2. – TAMC Policy for the Collection of Roadway Surface Conditions – J. Start (Attachment 4)

The Committee reviewed and modified the policy to clarify what fiscal year the agency is asking for the monies to be added.

Motion: D. Bradshaw made a motion to approve the policy with the amendment regarding what fiscal year the agency is asking for the monies; G. Mekjian seconded the motion. The motion was approved by all members present.

5.3. – 2019 TAMC Spring Conference in Collaboration with APWA Date and Planning – G. Strong/G. Mekjian

The American Public Works Association (APWA) Conference will be held on May 22 and 23, 2018, at the TreeTop Resort in Gaylord, Michigan. They will hold their annual golf outing on May 21, 2018. Discussions were had on which date during the same week TAMC should hold its 2019 TAMC Spring Conference, and whether to merge our conference with APWA, sharing presenters, meals, etc.. G. Strong held a teleconference with the APWA conference planners and it was decided that the best day to hold the TAMC conference in conjunction with APWA (sharing presenters) would be on Wednesday, May 22, 2019. The TAMC ACE Committee agreed that Wednesday, May 22, 2019 would work best. G. Strong will work on the rest of the logistics with APWA and start the contracts with TreeTop and a nearby hotel for housing of TAMC conference attendees.

Action Item: G. Strong will work on planning the TAMC Spring conference in collaboration with APWA for May 22, 2019.

5.4. – Updating the TAMC Asset Management Plan Template – T. Colling

Public Act 325, which was recently passed, details the actual elements of an Asset Management Plan that are now required. According to the Act, TAMC must have an asset management plan template in place by October 1, 2019. MTU has created a template. MTU developed a pilot template last year and now that PA 325 has passed, they have updated the template as outlined in the Act. MTU has scheduled four whole day workshops in December to be held in Marquette, Gaylord, Saginaw, and Grand Rapids. People are signing up now. They still have plenty of seats available for the trainings. They will develop boiler plate sections that they will leave general. By the end of the workshop, participants will have an 80-90% complete asset management plan. MTU would like to know how TAMC plans to handle non-federal aid roads in the asset management plans since this is not required by law for the agencies to provide this information. It was felt that agencies are collecting the non-federal aid data on their own and would be willing to share that data. MTU will also need guidance on what agencies will need to place in their plans regarding the National Highway System (NHS), traffic signals and culverts. By 2025, agencies must show progress. TAMC must determine what “progress” means.

5.5. – Process for Submittal and Review of Asset Management Plans – T. Colling (Attachment 5)

T. Colling from MTU submitted a White Paper – “First Draft of Acceptance Criteria for TAMC Asset Management Plans Required by Public Act 325 of 2018 – November 13, 2018.” The paper was briefly reviewed by the committee but requires further discussions. After further review, they will inform MTU of their decisions. TAMC support staff will write this document up as a TAMC policy. G. Strong will be reviewing the asset management plans to check for completeness once they are submitted to TAMC.

Action: Support staff to write up the white paper submitted by MTU into a TAMC Policy.

5.6. – TAMC Informational Webinar on PA 325 and Schedule of Asset Management Plans – T. Colling

The committee is in support of holding the informational Webinar and doing this is within MTU’s current budget. The Webinar is to go over Public Act 325 and inform agencies of what the Council is doing towards meeting the Acts requirements. MTU just needs about a month’s notice to get the information out to everyone.

5.7. – 2019 Schedule of Trainings – D. Jennett/T. Colling

D. Jennett provided a sign-up sheet for Council members to sign up to attend and do brief presentations at trainings.

5.8. - 2020-2022 TAMC Work Program – Beginning Discussion of Priorities – J. Start

J. Start wanted the Committee to know that they will need to begin discussions in the near future of the TAMC Work Program. The 2021/2022 work program must be adopted by the end of the fiscal year.

5.9. – FY 2020 TAMC Budget Planning – R. Belknap/J. Start (Attachment 6)

The FY 2020 budget is due to the Michigan Infrastructure Council (MIC) in January 2019. TAMC program expenses in order by work item category for FY 2013-2018 were provided to the Committee. The Committee would like to include a request for culvert funds. Support staff will take the culvert funds request to the TAMC Bridge Committee next week and see if they can come up with an amount to ask MIC for in order to continue inspecting culverts. The TAMC ACE Committee will be reviewing ways for agencies to juggle funds in order to cover necessary expenses as mandated by law.

Action Item: Re. Belknap to add this subject to the December 20, 2018 Bridge Committee meeting agenda.

6. Public Comments:

None

7. Member Comments:

None

8. Adjournment:

G. Mekjian made a motion for the meeting to adjourn; D. Bradshaw seconded the motion. The motion was approved by all members present. The meeting adjourned at 12:05 p.m. The next meeting will be held January 9, 2019 at 10:30 a.m., 2700 Port Lansing Road, 2nd Floor Commission Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
APWA	American Public Works Association
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS

LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COUNCIL
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
RUCUS	Roadsoft Users Conference United States
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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